

Tasking Memorandum No. 99-285

Memorandum For: DCMDs

Subject: CAO Year 2000 Business Continuity and Contingency Plan(BCCP) Support

Date: August 27, 1999

Suspense Date: September 23, 1999

Target Audience: District and CAO Commanders, District and CAO Emergency Planners

Requirements(s):

- The Department of Defense, Y2K Office has provided strategic guidance for all information technology (IT) software and systems in DoD that face Year 2000 problems. In response, the Defense Contract Management Command's BCCP was developed to assure business operations in the event of Y2K computer problem(s). Contingency procedures for DCMC were successfully tested at DCMC Atlanta, DCMC San Diego and DCMC Israel during the period June 14-18, 1999. These tests demonstrated DCMC Contract Administration Offices' (CAOs) continuity of business operations during the absence of automated information systems and IT remediation support.
- The next preparation needed for DCMC Y2K readiness is the deployment of the BCT concept utilized in the BCCP tests. A BCT Training Workshop is scheduled for September 21-23, 1999. At this workshop, the BCT members from the District Headquarters and each of the CAO sites will participate in developing the basis for site specific BCCPs. After Workshop conclusion, each BCT is responsible for finalizing their site Y2K BCCP and providing it to the CAO Commander on or before October 31, 1999. Additionally, this Y2K BCCP will form the basis for developing a complete site BCCP and thus will assist the Districts and CAOs in BCT and Contingency Plan formulation for Y2K and other future contingencies.
- The District Contingency Planner will finalize the representation from the major CAOs. This is a quick reaction driven by the availability of Y2K funds. Participants must make their reservations at previously prescribed hotels no later than September 3, 1999.
- The PLAS Code for the BCT Team members supporting this test is 217C.

Point of Contact for Further Information:

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